

**FILED:**  
**RETURN TO**  
**RECORDS MANAGEMENT DIVISION**

30 September 1955

MEMORANDUM FOR THE RECORD

SUBJECT: OCR Area Records Officer

This memorandum is to document requests for Records Center information and services emanating from OCR personnel other than the Area Records Officer. A number of such requests have been received and the purpose of this memo is to establish the extent of the Area Records Officer's failure to publicize the program as well as the part he should be playing in it.

25X1A9a 1. On 27 September a [REDACTED] of the Library, under 25X1A9a  
Mr. [REDACTED] requested a job number, stating that she had  
approximately 5 boxes to forward to the Center. I gave  
25X1A9a her the number but suggested that in the future she re-  
quest numbers from Mr. [REDACTED] I also asked that she in-  
form him that she had obtained the number from me.

2. On 28 September Mr. [REDACTED] called to ask if we 25X1A9a  
could help them out with respect to storing 500,000 tabu-  
lating cards which could not be destroyed but which were  
inactive. He had been referred to me by [REDACTED] after 25X1A9a  
first asking him if storage arrangements could be made at  
the Repository. I told him that we could store the material  
at the Records Center and that any additional information  
as to packaging and labeling should be obtained from  
25X1A9a Mr. [REDACTED].

25X1A9a  
[REDACTED]